



City of South Bend

Vacancy Announcement

Post Date: Tuesday, December 16, 2014

Closing Date: Until Filled

## **PART TIME ATHLETIC COORDINATOR**

**Category:** Part Time

**Department:** Parks and Recreation

**Reports To:** Athletic Supervisor

**Schedule:** Hours vary with seasons, and may include some evening, weekends, & holidays

**Pay Rate:** \$10.00-\$13.00/hr. (non-exempt)

**Position:** SUMMARY

Provides support for the Athletic Supervisor by providing administrative, technical assistance, planning, organizing, implementing marketing and fundraising programs/class/leagues at various athletic facilities and parks. Ordering of equipment, shirts, trophies and other supplies. Deals directly with participants and the general public.

### **SUPERVISION EXERCISED**

Not applicable.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Manages the Leeper Tennis Center as the Director of Tennis; collects fees and performs cash register operations for classes/leagues/tournaments/rental or day play, stocks concessions, sells products at concession, keeps the center clean, demonstrates, teaches and plays tennis with class/leagues participants, plans lessons for classes, ensures the safety of participants.
- Manages the Gone Fishing program and all marketing/advertising, teaches fishing classes, ensures safety of all participants, maintain upkeep on all equipment.
- Interviews, hires, and supervises part-time personnel for Leeper Tennis Center and any other athletic program involving part-time help.
- Oversees the daily deposits and attendance report for Leeper Tennis Center.
- Assists in the operation of the Howard Park Ice Rink.
- Assists with the production and dissemination of printed and electronic marketing materials.
- Assists in the operation of River City Basketball.
- Assists in the overseeing the O'Brien Skate Park through attendance and maintenance.
- Oversees and handles equipment relating to any Athletic programs at various locations.
- Assists with the coordination of special athletic summer camp programs.
- Work with local schools/and kids on a daily basis promoting athletic programs.
- Prepares purchase requisitions, follows City of South Bend's purchasing policies, orders supplies, and turns in proper packing slips and receipts to accounts payables.

- Organizes youth flag football program and concessions for each game.
- Assists the Athletic Supervisor with other athletic programs as needed.

#### **NON-ESSENTIAL/MARGINAL FUNCTIONS:**

- Performs related work as assigned.

#### **QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION AND/OR EXPERIENCE**

- High school diploma or equivalent of GED.

#### **KNOWLEDGE, SKILLS AND ABILITIES PREFERRED**

- Knowledge of sports; basic budgeting.
- Ability to deal effectively with the public.
- Ability to effectively supervise workers and school sites.
- Ability to effectively coordinate and speak in public settings.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Indiana Driver's License.
- CPR/AED/First Aid Certification or must be able to obtain within 30 days of hire.

#### **EQUIPMENT**

Alarm system, Copy and Fax machine, Automobile, Mobile or portable phone, Telephone, Computer, including word processing software, Calculator, Various Athletic Equipment

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

#### **WORK ENVIRONMENT**

Work is performed in a normal office setting and at the various athletic facilities. The noise level in the office work environment is usually quiet; however at the athletic facilities it can be moderate to loud. The employee will be exposed to various weather conditions.

#### **EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

**TO APPLY**

All applications for currently posted positions will be submitted online at [www.southbendin.gov](http://www.southbendin.gov) or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

**Pre-employment drug screen required**

**Police Background Check required**